

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

POLICY DIRECTIVE 2004-1

30 April 2004

SUBJECT: PREPARATION OF PAYROLL AND PER DIEM FOR STATE ACTIVE DUTY

1. PURPOSE. To provide policy and guidance on payroll and per diem preparation for Hawaii National Guard members ordered to State active duty. Our goal is to ensure that our members are paid in a timely manner.

2. GENERAL.

a. Personnel of the Hawaii National Guard ordered to State active duty qualify for pay and per diem disbursed by the Comptroller, State of Hawaii, under the provisions of Sections 121-39 and 121-40, Hawaii Revised Statutes.

b. Personnel while on active duty in the service of the State shall receive the pay and allowances of officers, warrant officers and enlisted members of similar pay grades of the United States Army and Air Force, respectively. Payroll for enlisted members, the aggregate of the pay and allowances, computed on a daily basis, shall not be less than the amount equal to ten times the minimum hourly wage specified in Section 387-2, Hawaii Revised Statutes.

3. AUTHORITY. The authority for claiming pay and per diem for active duty performed in the service of the State will be the orders published for the Adjutant General (TAG) of Hawaii authorizing and directing the mobilization of specific units/personnel into State service.

4. RATES OF PAY. Pay and per diem rates for active duty in the service of the State will be based on the United States Department of Defense Military Pay and Allowances Entitlements Manual, Minimum pay provisions of Section 387-2, Hawaii Revised Statutes, and the Joint Federal Travel Regulations.

5. PREPARATION OF PAYROLL/PER DIEM.

a. Responsibility.

(1) The commander of each unit that serves or who has individual members serving on active duty in the service of the State will be responsible for timely preparation and transmittal of duty performance certification and applicable per diem documents for all personnel involved.

(2) The Commandant, 298th Regiment, Regional Training Institute, will be responsible for the timely preparation and transmittal of duty performance certification and applicable per diem documents for cadre and mess personnel assigned or attached to the school.

(3) The Headquarters Hawaii Army National Guard (HIARNG) and Hawaii Air National Guard (HIANG) will monitor the status of the payroll and per diem preparation and submission of pay related documents to insure timeliness of pay and serve as the single point of contact between the units and Fiscal (HIADMF) staff of the Administrative Services Office.

b. Procedures.

(1) As a summary review of the entire State active duty payroll/per diem process the following is provided:

(a) 1st: Based on some need/incident HIARNG/HIANG units will request authorization from TAG to place person or persons on State active duty status.

(b) 2nd: Upon TAG approval HIARNG/HIANG will update all personnel data on the Emergency Duty Orders and Pay System (EDOPS) application program and publish State active duty orders and Performance Certificates as applicable.

(c) 3rd: Based on the published HIARNG/HIANG State active duty orders, preparation of payroll/per diem will be accomplished as follows.

(2) Payroll.

(a) A pay suspense is automatically generated for the period that the individual is placed on State active duty when the orders are published using the EDOPS application program.

(b) Senior member performing State active duty will:

(1) Have each individual verify the personal information on the performance certificate and annotate any changes on the certificates.

(2) Sign the performance certificate of every individual under their control.

(3) Return the certificates to the individual concerned.

(c) Individual concerned will submit the certificate to their unit of assignment for pay submission along with any other travel claims.

(d) For major disasters, HIARNG, USPFO and/or HIANG, 154CF/SCBN, will prepare/submit pay data in electronic format.

(3) Per Diem.

(a) Per diem request will be prepared on DD Form 1351-2 – Travel Voucher or Subvoucher.

(b) DD Form 1351-2 will be completed in accordance with Joint Travel Regulations and other Federal/USPFO guidelines.

6. SUBMITTAL OF DOCUMENTS.

Units will submit the payroll and per diem documents through HIARNG or HIANG to HIADMF seven working days after completion of State active duty or publication of orders, whichever comes later.

7. ACTION BY HIADMF.

a. Review payroll/per diem documents for accuracy/completeness, calculate per diem amounts upon acceptability of performance certificate and DD Form 1351-2 as applicable, and prepare vouchers for generation of payment checks.

b. Prepare Wage and Tax Statement W-2 at end of the calendar year.

8. DISTRIBUTION OF CHECKS AND WAGE AND TAX STATEMENT W-2.

a. Checks and W-2s will be sent through HIARNG and HIANG to the units from HIADMF.

b. The unit commander will insure the checks and W-2s are distributed to the individual. Checks and/or W-2s which, after reasonable effort, cannot be delivered/mailed to the individual will be returned through respective headquarters to HIADMF with a written explanation of the actions taken and status.

(HIADMF)

//signed//

ROBERT G. F. LEE
Major General, HING
Adjutant General

DISTRIBUTION:

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